

**Rule 3 - 2.10****The Electronic Case Record and Filing; Exemption.**

As of October 14, 2003, filings shall be made by means of the Court's electronic case filing system, except by pro se litigants and by attorneys who have been granted an exemption from electronic filing. Registration with the Court shall be required to obtain an attorney login and password. A form application for exemption from electronic filing is available from the Clerk. Such exemptions will be granted only for good cause. A filing in electronic format constitutes the official record. The Clerk is authorized to determine whether and when a non-exempt attorney may file a document in paper form.

**Rule 11 - 2.11****Signatures on Electronic Filings.**

The use of an attorney's electronic filing login and password to file a motion, memorandum or other document constitutes the signature of that attorney on that document for all purposes, including Fed.R.Civ.P. 11.

The electronic filing of preexisting documents, not created for the litigation, requires no verification as to signatures. When a document to be electronically filed has been created for the litigation, but is signed by other than the filing attorney, the document must be physically signed, and the paper copy bearing the original signature(s) must be retained by the filing attorney during the pendency of the litigation including all possible appeals. The electronic filing of such a document with a blank signature line must be accompanied by a verification in which the filing attorney attests to the existence of the signed original. The required form of verification is available from the Clerk.

**Rule 5 - 2.12****Rule 5 Service in Electronic Cases.**

Service of papers on other parties as required by Fed.R.Civ.P. 5 may be made by means of the Court's Notice of Electronic Filing where the person so served has consented in writing to service by such means. See Fed.R.Civ.P. 5(b)(2)(D) and 5(b)(3). An attorney's registration for electronic case filing constitutes written consent to such service. Where applicable, a certificate of service shall reflect that service was made by means of the Notice of Electronic Filing. Service pursuant to Fed. R.Civ.P. 4 may not be effected by electronic means.

**Rule 83 - 2.13****When Electronic Filings are Completed .**

Electronic filing is permitted at all times, except when the electronic filing system is temporarily unavailable due to routine or necessary emergency maintenance. An electronic filing completed at any time before midnight Central time shall be entered on the docket as of that date. The Court's electronic case filing system determines the date and time when a filing is completed. A filing is timely only if accomplished in compliance with deadlines set by an applicable order, rule or statute.

**Rule 6 - 2.14****Technical Failure and Filing Deadlines.**

If technical failure prevents timely electronic filing of any document, the filing party may seek relief from the Court.

**Rule 83 - 2.15**Administrative Procedures for Electronic Filing.

The Court may promulgate, enforce, and amend as necessary administrative procedures governing electronic case filing. Such administrative procedures shall be compiled in a manual available from the Clerk in written and/or electronic format.

**Rule 7 - 4.05. Submission of Motion Package.**

*(A) The filing and briefing of a motion for judgment on the pleadings, motion to dismiss or motion for summary judgment shall be subject to this rule only if a Case Management Order so provides.*

~~(A)~~ (B) (1) Except appeals under the Social Security Act and cases in which any party is appearing pro se at the time a motion is filed, motions for judgment on the pleadings, motions to dismiss and motions for summary judgment in civil cases otherwise subject to Rule 4.01 shall be filed with the clerk of court only when presented as a package consisting of the motion, the response of each party who has entered an appearance in the cause and the movant's reply memorandum, if any. ~~This rule shall apply to motions for judgment on the pleadings, motions for summary judgment and motions to dismiss filed on or after August 1, 1998.~~

*Existing subsections (B), (C), and (D) are redesignated as subsections (C), (D) and (E) respectively.*